

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

VOLUNTEER OPPORTUNITY

JOB TITLE: VOLUNTEER RESEARCH & POLICY ANALYSIS OPPORTUNITY

LOCATION: San Francisco, California

The Judicial Council of California, Administrative Office of the Courts (AOC), located in San Francisco has openings for research, policy, or social/liberal arts students at the graduate level with the Center for Children, Families & the Courts (CFCC). The work hours are flexible around individual availability; however, the student must be available to work a minimum of 12 hours per week.

CENTER FOR FAMILIES, CHILDREN & THE COURTS

CFCC is dedicated to improving the quality of justice and services to meet the diverse needs of children, youth, families, and self-represented litigants in the California courts. Working closely with the Judicial Council's Family and Juvenile Law Advisory Committee, CFCC provides legal and court services, research, education and training, print and electronic publications, and financial assistance to courts and court-connected agencies statewide.

CFCC employs 12 research staff and more than 20 other analysts. Research analysts at CFCC provide research and policy analysis services to the Judicial Council, the appellate and trial courts, the Judicial Council's Family and Juvenile Law Advisory Committee, court-appointed counsel, Court Appointed Special Advocates (CASA), probation departments, child welfare departments, and internal AOC departments. They give advice on numerous issues that arise out of policies affecting children, families, self-represented litigants, and courts. A list of field research projects can be found at: <http://www.courtinfo.ca.gov/programs/cfcc/programs/research/>.

RESPONSIBILITIES

The student will work on a myriad of projects under the direct supervision of a researcher. Responsibilities may include:

- Field research in the courts or other public arenas, data quality control, writing, and editing.
- Assisting in conducting special studies.
- Drafting memoranda, correspondence, reports, and other documents.
- Contributing to the development of comprehensive statistical fact sheets and policy documents.

QUALIFICATIONS

The student must be actively enrolled during the academic year in an accredited university or college. The student's program should incorporate research and statistical methods.

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Volunteer Research and Policy Analysis Student

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TO APPLY

To apply for this volunteer opportunity, please submit a hard-copy application (DO NOT submit an on-line application) cover letter, resume, and your response to the attached supplemental questionnaire. Interested students should refer to "Volunteer Research and Policy Analysis Student" on your application materials and all correspondence.

This position(s) will remain open until filled. To download and print an application, visit our website at:

www.courtinfo.ca.gov/careers/jobapp.pdf

Please send completed application materials to:

Administrative Office of the Courts

Center for Families, Children & the Courts Division, 6th FL
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
Attn: Stacey Mangni
(415) 865-7659

Telecommunications Device for the Deaf: 415-865-4272

The Administrative Office of the Courts Is an Equal Opportunity Employer

A supplemental questionnaire follows this announcement

Supplemental Questionnaire
For
VOLUNTEER RESEARCH AND POLICY ANALYSIS STUDENT

This supplemental application form is intended to provide more detailed information about your background and will allow us to better assess your qualifications for this position. Please limit your responses to no more than two pages.

1. Describe any research experience you may have.
2. Please describe why you are interested in this volunteer opportunity.
3. Please describe your knowledge of/interest in research and policy analysis related to family, juvenile, domestic violence, and/or self represented litigants issues.